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DD/S 58-1432

AGENDA

FOR THE

ADMINISTRATION CAREER BOARD

Thirty-Second Meeting, Monday, 21 April 1958, at 1000 hours
Personnel Conference Room, Curie Hall
Second Floor, Wing G

Page No.

1. Presentation for Minutes of the Thirty-First Meeting of the Administration Career Board. (For Approval) 1- 5
2. Presentation of Request from Director of Training for the Detailing of an Experienced Administrative Officer to the Office of Training for the Purpose of Assisting to Organize a New Course for Senior Support Personnel.
3. Working Committee Recommendations. (For Approval) 6- 9
4. Presentation of Proposed Members of the Fourth Competitive Evaluation for Promotion Panel. (For Approval) 10
5. Presentation of Rotation Dates of Overseas Support Personnel. (For Information) 11-14

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S-E-C-R-E-T
EYES ONLY

26 MAY 1958

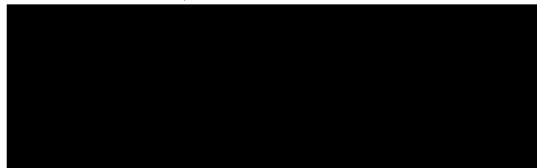
MEMORANDUM FOR: Chairman, Administration Career Board

SUBJECT : Fourth Competitive Promotion Panel of the Administration Career Board

1. The Fourth Competitive Promotion Panel of the Administration Career Board met on 19 and 21 May 1958 to competitively rank for promotion those officers of the Administration complement at the GS-12 through GS-14 level in accordance with the Agency's Competitive Promotion System.

2. The membership of the Fourth Competitive Promotion Panel was as follows:

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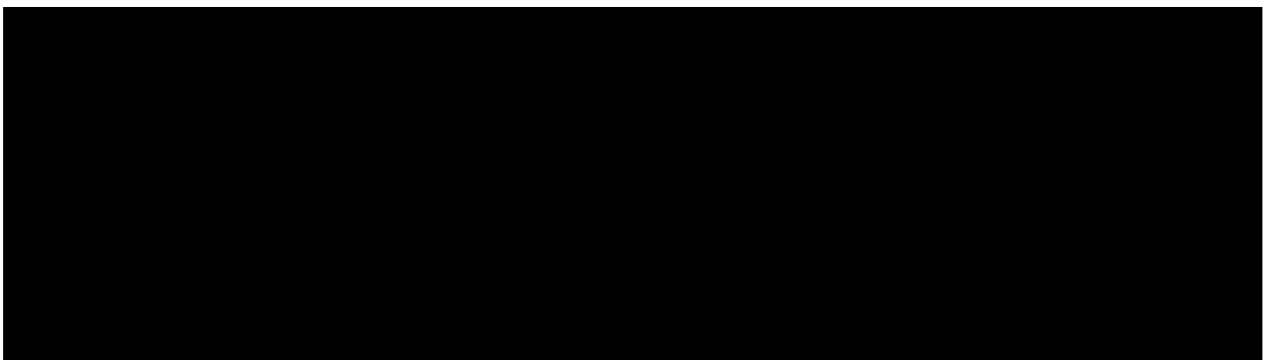
3. Attached are the Minutes of the two Meetings of the Panel which contain the lists of the competitive rankings for promotion for the various grade levels which are submitted as recommendations to the Administration Career Board.



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Executive Secretary
Administration Career Board

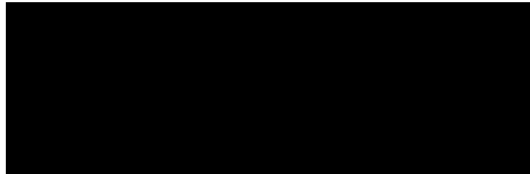
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Minutes of the First Meeting
of the
Fourth Competitive Promotion Panel
of the
Administration Career Board
19 May 1958

1. Those present:



2. The Chairman reviewed with the members the purpose and responsibilities of the Panel and indicated that they should follow as closely as possible the suggested procedures outlined in [REDACTED] "Competitive Promotions", and [REDACTED] "Guide for Competitive Evaluation Panels." In discussing the significant factors for Panel consideration in evaluating employees, it was the opinion of the Panel that the Fitness Reports frequently are not too useful as often there is not a current report and many of them do not accurately reflect the demonstrated performance of an individual.

3. It was decided that all individuals who compose the Administrative complement at each grade level GS-12 through GS-14 would be reviewed by the Panel; that a current promotion recommendation on any person would automatically result in his being in the category of personnel to be competitively ranked by the Panel for promotion; however, that in the absence of a recommendation for promotion no consideration would be given to ranking an individual who has not satisfied the minimum time-in-grade requirements.

4. The Panel reviewed the twenty-one Administrative Officers at the GS-14 level. Sixteen of these have completed the minimum time-in-grade requirements. There is a current promotion recommendation on one of the sixteen persons eligible for promotion. The Panel recommended that [REDACTED] not be competitively evaluated as it was felt that his experience and present assignment were of such a technical nature that it would be unfair to consider or rank him with the other general Administrative Officers. The Panel further recommended that the Administration Career Board consider requesting that [REDACTED] service designation be changed to SF so that the Comptroller can assume the responsibility for his career planning.

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5. Thus, the Panel competitively evaluated fifteen Administrative Officers at the GS-14 level in accordance with the principles of the Agency's Competitive Promotion System. The following competitive rankings are tentative and subject to further review by the Panel prior to submitting to the Administration Career Board in the form of a firm recommendation:

<u>Name</u>	<u>Grade</u>	<u>Location</u>
1. [REDACTED]	GS-14	[REDACTED]
2. [REDACTED]	GS-14	[REDACTED]
3. [REDACTED]	GS-14	[REDACTED]
4. [REDACTED]	GS-14	[REDACTED]
5. [REDACTED]	GS-14	Communications, Hqs.
6. [REDACTED]	GS-14	Office of Logistics, Hqs.

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6. It was the opinion of the Panel that only the first two [REDACTED] of the six officers ranked merit consideration for promotion to GS-15 at this time.

7. The Panel reviewed the twenty-five individuals in the Administrative complement at the GS-13 level. Sixteen of these have completed the minimum time-in-grade requirements. There are current promotion recommendations on two of the sixteen persons eligible for consideration.

8. The Panel competitively evaluated the sixteen Administrative Officers at the GS-13 level in accordance with the principles of the Agency's Competitive Promotion System. The following competitive rankings are tentative and subject to further review by the Panel prior to submitting to the Administration Career Board in the form of a firm recommendation.

<u>Name</u>	<u>Grade</u>	<u>Location</u>
1. [REDACTED]	GS-13	[REDACTED]
2. [REDACTED]	GS-13	[REDACTED]

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9. It was the opinion of the Panel that the above two listed individuals are the only ones in the GS-13 category worthy of consideration for promotion to GS-14 at this time. However, the Panel recommends that the promotion of [REDACTED] not be effected until the Head of the Administration Career Service is satisfied that he has demonstrated his ability to perform at the GS-14 level in his forthcoming field assignment as Chief of Support, WE [REDACTED]

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The Panel gave serious consideration to the recommendation from the Chief, CI Staff for promotion to GS-14 of [REDACTED] but recommended that further consideration be deferred until the next Competitive Promotion Panel meets to evaluate the Administrative Officers. This recommendation was based on the sharp contrast between the reports regarding his current performance as Chief of Support, CI Staff, and his performance in his last field assignment.



Executive Secretary
Administration Career Board

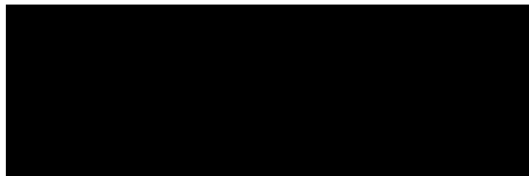
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S-E-C-R-E-T
EYES ONLY

Minutes of the Second Meeting
of the
Fourth Competitive Promotion Panel
of the
Administration Career Board
21 May 1958

1. Those present:



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2. The Minutes of the First Meeting of the Fourth Competitive Promotion Panel were reviewed and approved after several editorial changes were made.

3. The Panel reviewed the fourteen Administrative Officers at the GS-12 level. Eight of these have completed the minimum time-in-grade requirements. There is a current promotion recommendation on one of the eight persons eligible for promotion. The Chairman of the Administration Career Board had recommended that [REDACTED] not be competitively evaluated and ranked as she is on extended leave without pay.

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4. The Panel decided to rank competitively the seven Administrative Officers at the GS-12 level who are eligible for promotion in accordance with the principles of the Agency's Competitive Promotion System. The following competitive rankings are tentative and subject to further review by the Panel prior to submitting to the Administration Career Board in the form of a firm recommendation:

	<u>NAME</u>	<u>GRADE</u>	<u>LOCATION</u>
1.	[REDACTED]	GS-12	[REDACTED]
2.	[REDACTED]	GS-12	[REDACTED]
3.	[REDACTED]	GS-12	[REDACTED]
4.	[REDACTED]	GS-12	[REDACTED]
5.	[REDACTED]	GS-12	CI Staff/Hqtrs.
6.	[REDACTED]	GS-12	PFC Staff/Hqtrs.
7.	[REDACTED]	GS-12	INOP (3 months)

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